

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, December 6, 2007, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Police	Greg Yee
Adult Probation	Arturo Faro	Police	Mark Rinkel
Adult Probation	Quynh Phung	Police	Larry Kempinski
District Attorney	Martha Knutzen	Police	Tom Feledy
DOSW	Jill Tregor	Police	Lamont Suslow
Juvenile Probation	Jose Luis Perla	Superior Court	Pat Jeong
MOCJ	Mikail Ali	Superior Court	Ron Ho
IT PM	Al Corker	DTIS	Walt Calcagno
Coordinator	Paula Itaya	DTIS	Rob Castiglia

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:05 a.m. Eileen noted that the meeting was duly posted according to the Sunshine Ordinance; however, since no members of the public were present, it would not be necessary to call for public comment after each Agenda item. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen introduced and welcomed Mark Rinkel, the new Chief Information Officer of the San Francisco Police Department (SFPD). Members introduced themselves.

Adoption of Agenda - Action Item

Martha Knutzen moved to adopt the Agenda as read. Art Faro seconded the motion, which was approved unanimously by the members. The Agenda was adopted without change.

Adoption of Minutes - October 25, 2007 - Action Item

Jill Tregor moved to adopt as final Draft 2 of the Minutes of the meeting of October 25, 2007, dated November 14, 2007. Mikail Ali seconded the motion, which was carried by unanimous voice vote. The Draft of Minutes was adopted for distribution as final.

Executive Sponsor Update - Discussion/Action Item

Mikail announced that Sasha Hauswald would be leaving City employment. Mikail said that she thanked everyone and that she enjoyed her work with the members. He said that she would be missed at the Mayor's Office of Criminal Justice (MOCJ). Eileen added that her work on the Project was valuable. Mikail said that they would be trying to find a replacement as soon as possible.

Board of Supervisors Budget Analyst's JUSTIS Report - Discussion Item

Eileen said that this item has remained on the Agenda for an update; however, there is no news at this time. Walt Calcagno added that a hearing on the Report has not been scheduled, but that the City has begun to work on some of the issues raised in the Report. He said that some of the issues they are working on revolved around the Committee on Information Technology (COIT) and JUSTIS. There is to be a status report on JUSTIS, among other City technology projects, at COIT meetings, and COIT would begin to use many of the documents used in the JUSTIS Project.

Technical Steering Committee (TSC) Update - Discussion/Action Item

Walt presented a summary of the recent activities of the TSC. Walt said that some members of the TSC have been working with the Adult Probation Department regarding their system upgrade and internal IT governance issues. They have been assisting the Public Defender to prepare for a design review on their system. Walt said that they have been working with COIT, as was mentioned. They participated in a meeting with MOCJ related to the Superior Court case management system and its relationship to JUSTIS. Walt said that the TSC met with the District Attorney (DA) regarding the Memoranda of Understanding (MOU), and the information presented on INNOTAS.

Walt said that they had hoped to present a budget update, but not enough numbers have come through as yet for the current fiscal year. He said that he met with IT PM to discuss the figures to be presented. There should be a report at the next Council meeting. Al Corker added that they are current on all invoices. He said that they have just received the carry forward figures and are synchronizing balances with the City.

In answer to a question about a process for constructing the MOU, Al said that he is working on a methodology for the use cases, and templates that would be available to members. It would include all of the supporting reference documents for all of the relationships between departments. In addition, there is a series of configuration management documents, including backup information and change controls. This provides a process whereby there are no unexpected consequences of changes made. The MOUs would be available on the INNOTAS server.

Case Management System Update - Discussion/Action Item

District Attorney - Martha presented the update. She said that they met with the TSC regarding the MOU for linking up with the HUB. Martha said that the vendor would deploy the upgrade to their system this week, so they would be testing the new version. Martha said that she is working with the vendor on creating user-friendly reports. Martha said that more of the support staff is receiving training, and every new hire is using the system.

Public Defender - The representative was not present to provide an update, since the vendor was on site and was working with the Department today.

Police Department (SFPD) - Acting Captain Greg Yee said that they are still heavily involved in the rollout of new computers to the Stations and Divisions within the Department. They replaced 225 as of today. He said that the Domestic Violence Unit received twenty computers, which was the maximum number that could be installed due to limitations of space and wiring. Greg said that they would next install Ingleside Station, Tenderloin Station and the Traffic Division in December, to be followed by the Hall of Justice in January, where they expect to have some challenges.

Greg invited Tom Feledy to present the update on the Records Management System (RMS). Tom said that they are working on evaluating the case management portion of the software. He said that the last group of inspectors came through this week, participating in all-day hands-on sessions. When he gets their feedback, he would compile a report with the results of their observations. In addition, they

have brought some of the new options to the command staff for their review. He said that the software introduced a number of policy-related issues. Tom said that SFPD would hire ten new clerks, who would start working in the record room in January. All of the reports would go through a new process of quality assurance.

Tom said that today they would be seeing demonstrations of a New World System (NWS) product being tested by San Leandro Police Department. This product would be a key upgrade to the RMS software and make connectivity to CAD possible. In answer to a question, Tom said that the new clerks would be hired on a 7 X 24 basis, which would result in three or four round the clock positions.

Sheriff's Department - Eileen presented an update. She said that they are still working on the Jail Management System (JMS) data testing to get the HUB operational.

Adult Probation Department (APD) – Quynh Phung presented the update. Quynh said that they have been testing and working on minor fixes. There was a problem with a patch. They hope to get the 10g upgrade this weekend; the vendor is on standby. They are continuing with the data cleanup.

Superior Court – Ron Ho provided an update. He said that they are on schedule with their system. He said that they met with the Mayor's Office regarding the situation with their criminal case management system and CCMS, which is the new State system that will be implemented. Ron said that they will rollout their CX2000, now an interim system, in July 2008. In 2012, all California courts would be expected to use the State system. They will begin testing in February 2008 to insure the necessary interfaces. They would be adding to the structure they have created. They discussed the downloads from the booking system, and that they would continue to do bail. They discussed the reports, calendars and necessary uploads. Ron said that the State would be contacting Rob Castiglia during the next year to discuss the data integration portions and necessary interfaces with public agencies. Ron said that the civil system is fully operational. He added that the traffic division system is running on its own. Ron said that they would maintain data integration as it now exists, and that their system would be real-time as much as possible for data uploads and downloads. Ron said that they could have a demonstration for the members at the next Council meeting. Ron added that the State system would be comprised of seven systems integrated into one for all fifty-seven counties. He said that the system would be provided by the State, but each Court would pay for the data integration portions, and necessary interfaces.

HUB Project – Rob said that they are testing their portions of the HUB, in anticipation of working with Owens Information Services (OIS) the week of December 17th on mainframe test data. They have been working on administrative code and exception handling for the different booking scenarios. He said that he is involved in this every day, and has been working with OIS almost every day. Changes may still be needed, but they are clarifying and validating every detail. He said that they are working with the Sheriff on a go-live checklist to insure that JMS and the HUB are functioning properly, and that the infrastructure is in place at DTIS, the Sheriff's, and within the mainframe environment. He added that this includes the CITRIX deployment. Ron said that they are also bringing in SQL 2005 for the Sheriff's Department, so everyone running it would be on the same version. Ron said that they have now completed development, test, and anticipated production environments in place for JMS, and the HUB, connected to test portions of the mainframe. In addition, PlanGraphics has produced specifications for HUB integration for the departmental vendors, including time and cost estimates. Rob said that they are working on answering the top ten default questions, which they would release to departments/vendors, including an estimate of the level of effort involved. Ron said that the TSC would be scheduling meetings with the members to discuss any questions regarding data integration with the HUB.

Rob said that they have hired one full-time person, Kanchana Gaddipati, who is in training now. Rob said that she would start working on APD and Juvenile Probation specifications for data interface. He said that she has business analyst skills, in addition to technical skills. She would be mapping XML transactions and specifications for the spokes. Siu Mei Wong would continue to work with the departments already engaged. Rob thanked the Mayor's Office for their assistance with the hiring process. He said that he would continue the search for the other positions, although it is becoming harder to find qualified candidates at the salary the City can offer.

Server Project – Rob said that the blades are racked and stacked at One Market Plaza (OMP). Rob said that they would be powering on today, test firing the blades. They will then build an operating system and coordinate migrations of the case management systems to OMP. Rob said that he has worked on a draft with Martha of a "run book" regarding her system. This is rare for client server applications. He will then work with all the departments to create run books containing the information that Operations needs for the maintenance of each application.

Rob said that they have finalized a bill of materials for the JUSTIS Storage Area Network (SAN). They saw a demonstration of an architectural solution. Walt is working on the issue of the order number with Purchasing. After a bidder's conference and posting take place, they can select the low bid and purchase the SAN. Meanwhile, they do have temporary SAN storage with DTIS as an interim solution.

Tom asked about a proposed meeting on the charge code tables. Rob said that he is still working on the preliminary documents with the DA and the Sheriff and Court, and coordinating with the mainframe. He said that they would get the Sheriff Department live first, where this issue is paramount. They would develop a process for the statute and lookup tables, and then will meet with departments. Ron said that they can monitor the changes within a department, but there is no technical solution in propagating the table changes globally. Al suggested that a project completed in New York might have relevance to this project.

New Business - Juvenile Probation Case Management System - Jose Luis Perla requested that Juvenile Probation be included in the departmental system updates presented at the meeting. He added that although their system has been operational for some time, they would be making some changes during the next year. He said that some upgrades are available. The Department would be added to the update reports.

Impact of Citywide Budget Cuts - Jill asked if the recent news about the current state of the City budget would have an impact on the Project. Walt said that they have not received any instructions at this time. He said that Jenny Louie was working on a three-year budget projection, which they submitted, and he has heard nothing negative about it. Al noted that all requests from departments go to the TSC and they are working on some changes related to the operations budget.

Adjournment – **The next Council meeting is scheduled for Thursday, January 31, 2008, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Jill moved to adjourn the meeting. Mikail seconded the motion, which was carried unanimously, and the meeting was adjourned at 10:56 a.m.**